

U. S. Office of Personnel Management
Washington Service Center

VACANCY ANNOUNCEMENT

Vacancy Announcement Number: WA-CG-9-5419

Opening Date: 8/24/1999

Closing Date: Indefinitely

Position: Program Assistant, GS-0303-5/6/7

Number of Positions: Several

Full Performance Level: GS-07

PERMANENT AND TEMPORARY POSITIONS MAY BE FILLED FROM THIS VACANCY ANNOUNCEMENT.

Duty Location: National Science Foundation
Office of Information and Resource Management
Division of Human Resource Management
Arlington, VA

Applications will be accepted from: All Sources

NOTE: A standing register will be established from this announcement. A list of eligibles will be issued periodically upon request from the agency.

MAJOR DUTIES: (GS-7) Serves as Program Assistant providing administrative support to the various offices within the National Science Foundation. Receives telephone calls and greets visitors, responding to specific, non-technical questions. Refers all other calls and visitors to professional staff members. Reviews and routes incoming correspondence, handling non-technical matters personally and routing technical material to appropriate staff members. Prepares packets of proposals and mails them to ad hoc reviewers. Prepares proposals for subsequent action. Maintains records of awards, declinations and withdrawals in such a way as to allow rapid, accurate responses to status inquiries. Types travel authorizations for Program Director and panelists. Makes all arrangements for advisory panel meeting, including providing supplies, ordering refreshments, and contacting members with instructions. Establishes, maintains and retires division files, also adjusts filing system in response to changing needs. Assembles and mails proposals to advisory panel members, notes return of each review as it is received, and records the ratings assigned. Utilizes word processing and other computer software packages to generate reports, correspondence, records and briefing materials.

(GS-5/6) Duties are identical to the GS-7 duties except that the incumbent will be under greater supervisory control in the form of oral and written instruction and review of completed work.

QUALIFICATION REQUIREMENTS: (Applicants Must Meet Qualification and Time-In-Grade Requirements Within 30 Days of the Closing Date.)

At each grade level, applicants must have at least one year of specialized experience equivalent to the next lower grade level in the Federal service that provides the knowledge, skills, and abilities to perform successfully the duties of the position.

Specialized Experience: Experience interpreting and applying administrative regulations, policies and procedures to perform a variety of clerical/administrative support duties such as preparing and tracking proposals and grants, responding to callers and visitors, maintaining accurate records, coordinating meetings, making travel arrangements, composing and typing reports in final form, adjusting and retiring files to meet organizational needs, and responding to routine and non-technical inquiries.

Substitution of Education (GS-5 only): Four years of education above the high school level in an accredited business, secretarial or technical school, junior college, college or university; **OR** equivalent combinations of successfully completed post-high school education and experience may be used to meet the one year of experience requirement at the GS-5 level.

COMBINATION OF EDUCATION AND EXPERIENCE PROVISION

One year of full-time academic study is defined as 30 semester hours, 45 quarter hours, or the equivalent in a college or university, or at least 20 hours of classroom instruction per week for approximately 36 weeks in a business, secretarial, or technical school.

If you do not possess the required amount of education or qualifying experience alone, but have some qualifying education and experience, you may qualify through a combination of qualifying education and experience. To determine this you must convert each to a percentage and then add the percentages. (If your education is currently described in quarter hours, convert the quarter hours into semester hours by multiplying the quarter hours by the fraction $\frac{2}{3}$ or .67 percent.)

NOTE: You must be a qualified typist (40 words per minute).

OTHER INFORMATION:

You must be a United States citizen to apply.

To be eligible for Federal employment, male applicants born after December 31, 1959, must certify at the time of appointment that they have registered with the Selective Service System, or are exempt from having to do so under Selective Service law.

Relocation expenses will not be paid by the agency.

POSITION= KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of clerical and administrative procedures and operations to interpret and apply regulations, policies and procedures.
2. Ability to make arrangements for such things as travel, conferences and meetings.
3. Ability to establish and maintain filing systems to organize and locate material.
4. Skill in operating a personal computer and various software programs such as word processing, graphics, spreadsheets, database management and other application software to prepare correspondence, reports, statistical data, etc.

BASIS FOR RATING: Ratings will be based on responses to the items in the Supplemental Qualifications Statement as recorded on the Form C (OPM Form 1203-AW) or through the electronic application process. Errors or omissions may affect your score. Qualified candidates will be assigned a score between 70 and 100, not including points that may be assigned for veterans preference.

PLEASE NOTE: If a determination is made that you have rated yourself higher than is apparent in your description of experience and/or education OR that your application is incomplete the following process will take place. After the review of all the experience and training, a single best level reflecting the task statements of the rating schedule (70, 80, or 90) will be assigned for your total experience including education and/or training. The points for veterans preference will be added to the basic rating of 70, 80, or 90.

CTAP OR ICTAP CANDIDATES: Individuals who have special priority selection rights under Agency Career Transition Assistance Program (CTAP) or Interagency Career Transition Assistance Program (ICTAP) must be well-qualified for the position to receive consideration for special priority selection. CTAP or ICTAP eligibles will be considered well-qualified if they are rated well qualified at the above average level for each quality ranking factor.

HOW TO APPLY:

APPLICATION MATERIALS MUST BE RECEIVED BY THE CLOSING DATE. FAILURE TO PROVIDE COMPLETE INFORMATION MAY RESULT IN YOUR NOT RECEIVING CONSIDERATION OR ELIGIBILITY FOR THIS POSITION. Your application materials will not be returned. Do not submit original documents that you may need in the future.

STEP ONE - Respond to the questions on the attached Supplemental Qualifications Statement (SQS) either electronically or by completing OPM Form 1203-AW, Qualification and Availability Form C, in hard copy format or by using the Telephone Application Processing system.

- A. **Electronic Application Options:** If you apply electronically, your resume and other requested forms, if any, should be faxed to 202-606-0596 or mailed. Please include a note which indicates that you have responded to the application questionnaire on-line. For assistance in using the system, you may call Tyjuan Wilson at the National Science Foundation on 703-306-1185 extension 3071.
- a) **Connect to USAJOBS**
1. Connect to the USAJOBS web site at <http://www.usajobs.opm.gov>
 2. Click on On-Line Application from the USAJOBS logo or the text line below the logo
 3. Click on Complete On-Line Supplemental Qualifications Statement
 4. Scroll down to **On-Line Application** printed in **bold**
 5. Enter Control Number AWA5419" and click on "Submit" to begin the on-line application
 6. Enter Vacancy ID Number AWA95419" in the first block
 7. Follow the instructions on the Supplemental Qualifications Statement Questionnaire for the rest of the items
- b) **Electronic Bulletin Board**
1. Dial the USAJOBS Computer Bulletin Board at (912) 757-3100
 2. Select <2> at the Main Menu for "Conferences and System Functions"
 3. Select <1> at the next screen for "Conferences"
 4. Enter <26> for "Applications On-Line" and press return
 5. Enter "0" for OPM's Electronic Application
 6. Enter Control Number AWA5419"
 7. Enter "Y" to the question "Do you wish to complete an application now (Y/N)?"

8. Enter Vacancy ID Number AWA95419" in the first block
9. Follow the instructions on the Supplemental Qualifications Statement Questionnaire for the rest of the items
- 3) **Telephone Application Processing System (TAPS)**
Applicants must call the U.S. Office of Personnel Management's Telephone Application Processing System (TAPS) at 912-757-3129 to respond to the questions in the SQS (refer to SQS/TAPS instructions). TAPS allows job seekers to apply for Federal employment via telephone response to voice prompts to answer questions about their experience and education.

B. Hard Copy:

Request Form C by Automated Telephone System

1. Call USAJOBS by phone at (202) 606-2700
2. After the introductory message, press 1 to begin
3. At the main menu, select 3 to request forms and 1 to continue
4. Press 3 when you are finished

STEP TWO - Submit a resume, Optional Application for Federal Employment (OF-612), or other written application format of your choice. Be sure you provide all of the information requested below:

Job Information:

- Announcement Number, title and grade(s) for which you are applying.

Personal Information:

- Full name, mailing address (with zip code) and day/evening telephone numbers (with area code).
- Social Security Number. Giving your Social Security Number is voluntary. However, we cannot process your application without it.
- Country of Citizenship.
- If ever employed by the Federal Government, please show the highest Federal civilian grade held, job series, and dates of employment in grade.

Education:

- High School name, city, state and zip code, date of diploma or GED.
- Colleges and/or Universities attended, city state and zip code.
- Major field(s) of study.
- Type and year of degree(s) received. If no degree received, show total credit hours received in semester

or quarter hours.

Work Experience for each paid or non-paid position held related to the job for which you are applying (do not provide copies of job descriptions):

- Job title.
- Duties and accomplishments.
- Number of hours per week.
- Employer's name and address.
- Supervisor's name and phone number.
- Starting and ending dates of employment (month and year).
- Salary.
- Indicate if your current supervisor may be contacted.

Other Qualifications:

- Job-related training courses (title and year).
- Job-related skills (e.g., other languages, computer software/hardware, tools, machinery, typing speed, etc.)
- Job-related certificates and licenses.
- Job-related honors, awards, and special accomplishments (e.g., publications, memberships in professional or honor societies, leadership activities, public speaking, performance awards, etc.) Do not send copies of documents unless specifically requested.

STEP THREE - Submit other application materials, as necessary.

- If you are using education to qualify, submit copies of college transcripts or a list of college courses taken that identify for each course the college or university, semester or quarter hours earned, grade and grade-point received.
- Federal employees seeking CTAP/ICTAP eligibility must submit proof that they meet the requirements of 5 CFR 330.605(a) for CTAP and 5 CFR 330.704 for ICTAP. This includes a copy of the agency notice, a copy of their most recent Performance Rating and a copy of their most recent SF-50 noting current position, grade level, and duty location.
- Notate your application and include the required documentation if you are applying and eligible for a non-competitive appointment such as Thirty Percent or More Disabled Veteran Appointment, Veterans Readjustment Appointment (VRA), Severely Physically Handicapped Schedule A Appointment, or Former Peace Corps Appointment.
- If you are applying for Veteran Preference, submit evidence of eligibility, such as; DD-214, Certificate of Release or Discharge from Active Duty, or Standard Form 15, Application for 10-Point Veteran Preference, and the proof requested on the form.

- If you are or have been a Federal employee, please submit a copy of your last Notification of Personnel Action, Form SF-50, and your most recent or last performance appraisal.

ADDRESS FOR SUBMITTING APPLICATION MATERIALS: Application packages may be mailed to:
U.S. Office of Personnel Management
Washington Service Center
ATTN: Vacancy Announcement No. WA-CG-9-5419
Post Office Box 14080
Washington, DC 20044

In accordance with 39 U.S.C. Section 415, applications will not be accepted in a postage paid government envelope.

Applications may be hand delivered between the hours of 7:00 a.m. and 6:30 p.m., Monday through Friday, and placed into the Employment Application Drop Box at:
U.S. Office of Personnel Management
1900 E Street, NW
Room 1416
ATTN: Vacancy Announcement No. WA-CG-9-5419
Washington, DC 20415

A picture ID is required for entrance into the building.

ALL APPLICANTS ARE CONSIDERED WITHOUT REGARD TO RACE, RELIGION, COLOR, NATIONAL ORIGIN, SEX, POLITICAL AFFILIATION, AGE (WITH AUTHORIZED EXCEPTIONS) OR ANY OTHER NONMERIT FACTOR.

SUPPLEMENTAL QUALIFICATIONS STATEMENT (SQS)
AND INSTRUCTIONS FOR
TELEPHONE APPLICATION PROCESSING SYSTEM (TAPS)

Program Assistant (Office Automation), GS-303-5/6/7
NATIONAL SCIENCE FOUNDATION
VACANCY ANNOUNCEMENT NO. WA-CG-9-5419

Follow these instructions if you are applying through the Telephone Application Processing System.

In order to enter your application using the Telephone Application Processing System (TAPS), you must use a touch tone phone. Be sure you have completed the Supplemental Qualifications Statement (SQS) questionnaire by either writing or circling your responses to each question **prior to calling**. This will make it easier for you to file your application. With your completed **TAPS** and **SQS** instructions in hand, call TAPS at **912-757-3129** (Macon, Georgia). Answer the questions as requested. If you completed the SQS in advance, the call should take about **20 minutes**. For your convenience, each question will be automatically repeated if you do not respond within five (5) seconds. If you do not respond the second time, the system will disconnect and you must redial.

Be very careful in responding because errors or mistakes you make may result in you receiving an ineligible rating. You will receive a *Notice of Applicant Response* that shows the information you entered. Save this Notice for future reference. You will also receive a **Notice of Results** which will reflect our review of your application for this position.

If you are determined eligible, and if your rating is among the highest on the list, we will send your name and application to the National Science Foundation for employment consideration.

To begin the process call TAPS at 912-757-3129 (Macon, Georgia). Using your telephone key pad, enter your responses.

- Item 1. "Enter vacancy identification number."
2785419
- Item 2. "Enter occupation code."
030301
- Item 3. "Enter the lowest acceptable grade."
05 = GS-05 06 = GS-06 07 = GS-07
- Item 4. "Enter full-time work availability."
1 = available for full-time (40 hours or more
per week)
2 = not available for full-time
- Item 5. "Enter part-time availability."

- 1 = 16 or fewer hours per week
 2 = 17 to 24 hours per week
 3 = 25 to 32 hours per week
 4 = Not available for part time
- Item 6. "Enter temporary availability."
 1 = less than 1 month
 2 = 1 to 4 months
 3 = 5 to 12 months
 4 = Not available for temporary work
- Item 7. "Enter travel availability."
 1 = 1 to 5 nights per month
 2 = 6 to 10 nights per month
 3 = 11 plus nights per month
 4 = Not available for travel work
- Item 8. "Enter response to Other Employment Question 1: Are you currently a National Science Foundation employee who has been declared surplus AND is requesting a special priority selection consideration under the National Science Foundation's Agency Career Transition Assistance Program (CTAP)?
- 1 = yes 2 = no
- "Enter response to other Employment Question 2: Are you a displaced Federal employee who is requesting special priority selection consideration under the Interagency Career Transition Assistance Program (ICTAP)?
- 1 = yes 2 = no
- (NOTE: If your answer is yes to either question 1 or 2 you must meet the CTAP or ICTAP eligibility requirements AND submit proof of documentation. Refer to the Special Selection Priority Consideration Provisions for Displaced Federal Employees in the vacancy announcement for additional information.)
- Press the "#" key after answering question 2.
- Item 9. "Enter occupational specialty code number."
 001
 Press the "#" key after you have entered the occupational specialty code number.
- Item 10. "Enter job location."
 005
 Press the "#" key after you have entered the job location.
- Item 11. "At the sound of the tone, please say and spell your first name, middle initial, last name and mailing address, including city and state. You will be asked to give your ZIP code separately. If this is an overseas address, please say and spell the city and country. When you finish recording, press 9."

- Item 12. "Does your mailing address have a U.S. zip code?"
1 = yes 2 = no
- Item 13. "Enter zip code."
Enter your five-digit zip code.
- Item 14. "Enter zip code extension."
Press the "#" key if you do not know the extension.
- Item 15. "Enter home telephone number, including area code."
Press the "#" key if you do not have a home telephone number.
- Item 16. "At the sound of the tone, please say and spell the name and address, including city and state, of your current employer. Please identify specifically the organization name and location where you work. You will be asked to give your ZIP code separately. If this is an overseas address, please say and spell the city and country. When you finish recording, press 9. If you wish to bypass this item, press the "#" key."
- Item 17. "Does your work address have a U.S. zip code?"
1 = yes 2 = no
Press the "#" key to bypass if you are not providing work address.
- Item 18. "Enter work zip code."
Enter your five-digit zip code, or
Press the "#" key to bypass if you are not providing work address.
- Item 19. "Enter work zip code extension."
Press the "#" key if you do not know the extension.
- Item 20. "Enter work telephone number, including area code."
Press the "#" key if you do not have a work telephone number.
- Item 21. "Enter your Social Security Number."
We need your Social Security Number to maintain your records. Executive Order 9397 authorizes the Office of Personnel Management to use this number in keeping records. We may also use this number to make requests for information about you from employers, schools, banks and others. Giving us your Social Security Number is voluntary; however, we cannot process your application without it.
- Item 22. You will now be asked to enter your responses to the occupational questions from the questionnaire. For example, you will hear the prompt, "Enter your response to 1." Use the telephone key pad to enter your response to occupational question 1. Follow this procedure with each of the occupational questions. When you have finished entering your responses to the questions, you will be given the chance to review and correct your responses.

Turn to the Occupational Questions and choose your response to each

questi on.

- Item 23. "Enter job preference code."
Press the "#" key only.
- Item 24. "Enter language code."
Press the "#" key only.
- Item 25. "Enter your date of birth."
Press the "#" key only continue."
- Item 26. "Enter miscellaneous code."
Press the "#" key only."
- Item 27. "Enter special knowledge code."
Press the "#" key only.
-
- Item 28. "Enter veterans' preference."
1 = No points
2 = 5 point preference claimed
3 = 10 points based on award of a Purple Heart or noncompensable service-connected disability
4 = 10 points based on compensable disability of more than 10% but less than 30%
5 = 10 points based on wife, widow, husband, widower, mother preference
6 = 10 points based on a compensable disability of 30% or more
- NOTE:** You must enclose a completed Standard Form 15 and supporting documentation as required, if you are applying for 10-point preference.
- Item 29. "Enter your citizenship status."
1 = I **am** a U.S. citizen
2 = I **am not** a U.S. citizen.
- Item 30. "Enter background Information."
1 = I have been convicted of, or forfeited collateral for, any felony violations.
2 = I have not been convicted of, or forfeited collateral for, any felony violations.
- Item 31. "Enter written test preference."
Press the "#" key only.
- Item 32. "You have now completed your application. Do you want us to process your application.?"

1 = yes 2 = no

You must select "1 = yes", or your entries will be deleted.

Thank you for using the U.S. Government's Telephone Application Processing System.

SUPPLEMENTAL QUALIFICATIONS STATEMENT

FOR

 PROGRAM ASSISTANT (O/A), GS-0303-5/6/7

OCCUPATION CODE: 0303-S

INSTRUCTIONS:

In this booklet you will be asked a number of questions concerning the above occupation. Please answer all questions to the best of your ability. Mark your responses in Section 17 (Occupational Questions) of the Qualifications & Availability Form (Form C) or through the electronic on-line application.

PLEASE COMPLETE ALL SECTIONS AS DESCRIBED BELOW. FAILURE TO FOLLOW THESE INSTRUCTIONS MAY INVALIDATE THIS APPLICATION.

Enter the following to complete the Qualifications and Availability Form C:

Section 01: Self-explanatory

Section 02: Enter Position Title **Program Assistant, (O/A)**

Section 03: Enter Announcement Number: **WA-CG-9-5419**

Enter the following to complete the Qualifications and Availability Form C and apply through the Electronic Application System:

Section 04: Enter **303-S** for Occupation.

Section 05: Enter A95419" for Case Number.

Section 06: Enter A05", A6" or A7" If you select a grade level higher than the grade level for which this position is announced, you will not be considered.

Section 07: Items A through D - self explanatory.
For 7 (E), Enter responses to the following questions:

Question 1: Are you currently an National Science Foundation employee who has been declared surplus AND is requesting special priority selection consideration under the National Science Foundation=s Career Transition Assistance Program (CTAP)?

Y = YES N = NO

Question 2: Are you a displaced Federal employee who is requesting special priority selection consideration under the Interagency Career Transition Assistance Program (ICTAP)?

Y = YES N = NO

(NOTE: If your answer is "YES" to either question 1 or 2, you must meet the CTAP or ICTAP eligibility requirements AND submit the required supporting proof documentation. Refer to "HOW TO APPLY, STEP THREE" for the required forms.)

Questions 3 & 4: Leave Blank.

Section 08: Fill in "001" in Box one.

Section 09: Fill in A005" in Box one.

Section 10-16: Self-explanatory

Section 17: If you are using the Form C, mark your responses to the Occupational Questions in Section 17. If you are applying through the Electronic Application System, write or circle your responses to the Occupational Questions on this statement, and enter your responses when prompted by the Electronic Application System.

Section 18-22: Leave Blank.

Section 23-25: Self-explanatory

Section 26: Self-explanatory (Form C only).

WARNING: The answers you provide must be supported by your application material. We will verify your responses on Form C or electronic on-line application against this material. Any exaggeration of your experience or any attempt to conceal information can affect your rating and result in your removal from a Federal job or being barred from seeking Federal employment in the future.

You will know that your on-line application was successfully transmitted when you receive the following message:

Thank you. Your on-line application for (WA95419) has been received. Please be sure to review the How to Apply information on the vacancy announcement for this position to see if additional application steps are required. Once you have submitted your complete application, you can usually expect to receive a Notice of Results in about 4 - 8 weeks. We are sorry, but we are unable to respond to requests to verify receipt of individual applications at the USAJOBS web site.

If you do not receive this statement your on-line application was not successfully transmitted and you should try again. **You may provide a copy of this message indicating that your on-line submission was successful with your application.**

U. S. Office of Personnel Management, Washington Service Center
Supplemental Qualifications Statement for Program Assistant
(Office Automation) (Occupational Code 0303-S)

NOTE: If you are using the Telephone Application System, select your responses from the column headed TAP.
If you are using the Electronic Application System or the Form C, select your responses from the column headed EA/Form C.

MINIMUM QUALIFICATIONS:

1. From the descriptions below, select the ONE statement that most closely and accurately describes the highest level of education and/or experience you possess and demonstrates your knowledge of clerical and/or administrative work.

TAP EA/
 Form C

- 1 A = I have one or more year(s) of experience at the GS-6 level or equivalent where I independently performed

a variety of clerical /administrative support duties. I performed these duties as a regular part of my job and without review by a supervisor or senior employee. I performed duties such as:

- responding to non-technical requests for information concerning established office policies, procedures, services.
- determining proper action in response to telephone calls and visitors
- preparing review and disposition documents and forms on actions
- prioritizing work and establishing systems for work to be performed timely
- training or providing guidance to other personnel on new or revised clerical /administrative policies, procedures, regulations and standards
- organizing and designing filing systems
- controlling incoming correspondence and action documents
- typing a variety of correspondence and documents into draft or final form using word-processing equipment and/or a personal computer
- reviewing and editing outgoing correspondence for correct format, grammar, spelling, punctuation and typographical accuracy
- drafting responses to routine inquiries
- making arrangements for travel, conferences and meetings including selecting hotels, preparing travel itineraries, etc
- on own initiative, locating and assembling information for meetings, various reports briefings and conferences
- preparing letters, reports, charts, graphs and other documents using office automation equipment and various software programs such as word processing, graphics, spreadsheets, database management, etc.
- receiving and screening telephone calls and visitors
- sorting and routing incoming mail

2. B = I have one or more years(s) of experience at the GS-5 level or equivalent, performing the range of clerical /administrative duties described in A above. I performed these tasks as a regular part of a job receiving only general supervision for the purpose of prioritizing work assignments, to provide specific instructions on new assignments, to ensure that deadlines were met and that work was performed in compliance with proper procedures.
3. C = I have one or more year(s) of general clerical experience at the GS-4 level or equivalent, duties are

maintaining office files, receiving and referring visitors and telephone calls, and typing from rough drafts using a typewriter, word processor or personal computer to produce correspondence, reports charts, graphs, etc. My supervisor provided guidance with the assignments and frequently reviewed my assignments.

OR

I have successfully completed 120 semester hours or more, or 180 quarter hours or more in an accredited college or university.

OR

I have less than one full year of the kind of experience described in (1 A) above and I have not completed four years of post-high school education; however, I have a qualifying combination of experience and education. (Refer to the Combining Education and Experience section in the Vacancy Announcement.)

- 4 D = I have less than one year of experience performing the duties described in the above statements.
- 5 E = I do not fully possess the kind and/or amount of experience or education reflected in any of the above statements.
2. **Indicate your highest level of typing proficiency by choosing the appropriate statement from the list below. Select only one response.**

**TAP EA/
Form C**

- 1 A = I type fewer than 35 words per minute
- 2 B = I accurately type 35-39 words per minute
- 3 C = I accurately type 40-49 words per minute
- 4 D = I accurately type 50-59 words per minute
- 5 E = I accurately type 60 or more words per minute

For each of the following tasks, choose the statement from the Level Descriptions below that most closely and accurately describes your experience and/or training as it relates to your knowledge of

clerical and administrative duties. Select only one response for each task.

LEVEL DESCRIPTIONS

TAP EA/ Form C

- | | | | |
|---|---|---|--|
| 1 | A | = | I have not had education, training or experience in performing this task. |
| 2 | B | = | I have had education or training in performing this task, but have not yet performed it on the job. |
| 3 | C | = | I have performed this task on the job. My work on this task was monitored closely by a supervisor or senior employee to ensure compliance with proper procedures. |
| 4 | D | = | I have performed this task as a regular part of a job. I have performed it independently and normally without review by a supervisor or senior employee. |
| 5 | E | = | I am considered an expert in performing this task. Because of my expertise I am normally the person who is consulted by other workers to assist them in doing this task. |

Tasks

3. Read and sort incoming mail and based on content, log and distribute to appropriate staff
4. Provide assistance to other employees regarding office procedures and policies
5. Provide guidance to other clerical staff on office policies and procedures, such as the correct steps to follow in preparing correspondence, answering incoming calls, etc.
6. Interpret and apply office policies and procedures in response to calls or visitors
7. Establish work tracking systems to ensure compliance with deadlines
8. Prepare and assemble grant packages.
9. Prepare and assemble a variety of forms and documents for processing grants, declinations and withdrawals.

10. Compile information for inclusion in various recurring reports
11. Maintain grant files.
12. Maintain property control records
13. Maintain adequate levels of office supplies
14. Refer callers and visitors to appropriate staff members using screening techniques such as determining nature and importance of call
15. Personally respond to non-technical questions
16. Review and edit outgoing correspondence for correct grammar, punctuation, spelling and typographical accuracy
17. Review and edit outgoing documents for content, format and completeness
18. Ensure outgoing correspondence has required enclosures and attachments
19. Compose non-technical letters for the public explaining program areas
20. Compose memoranda on administrative support or clerical functions of the office
21. Compose memoranda or letters on non-complex technical subjects
22. Contact organizations or individuals in person or by phone to resolve problems in schedules, deliveries or commitments for goods or services
23. Contact vendors to obtain bids for goods and services
24. Compose phrases or sentences to correct the meaning or poor style of material to be typed
25. Take and transcribe minutes of staff meetings
26. Record supervisor's appointments on calendar
27. Record appointments on supervisor's calendar, and rearrange schedule to ensure that meetings, conferences and travel are not in conflict
28. Make travel arrangements (hotel, airline, rental car reservations) for supervisor and staff
29. Prepare travel orders, vouchers and itineraries

30. Review travel vouchers for accuracy
31. Maintain employee leave (time and attendance) records and perform necessary computations
32. Make arrangements for conferences and large meetings verifying participants availability
33. Make arrangements for office meetings by notifying staff and reserving room
34. Organize filing systems to ensure the access of and storage of office documents
35. Develop and implement procedures to file office documents and material
36. Maintain logs on correspondence, supplies, travel approvals and vouchers, and office equipment and other office property
37. Establish and maintain suspense files for correspondence and reports
38. Access and maintain files for classified documents
39. Arrange files alphabetically
40. Arrange files alphabetically and by subject matter
41. Maintain index of material contained in files with reference indices for use as ready reference
42. Receive and file changes to publications or other office manuals or working documents
43. Revise existing filing systems as needed
44. Maintain files related to the operations, programs and activities of the organization.
45. Retrieve files for information to prepare reports and briefings
46. Retrieve files to verify information contained in correspondence
47. Dispose of obsolete material according to established procedures and guidelines
48. Use word processing software to prepare correspondence, reports and other documents

49. Retrieve documents and reports stored in personal computer files to modify and update information
50. Prepare tables, charts or graphs using various features of personal computer software such as graphics, databases and spreadsheets
51. Prepare reports using features of database software packages such as extracts, summaries, etc.
52. Draft and finalize documents using personal computer software in which two or more documents are worked on simultaneously and data is accessed from different files
53. Train other clerical staff to use software required to prepare office documents
54. Input and retrieve messages on electronic (computer) mail systems
55. Type documents from handwritten copy into final or draft form using a typewriter, word processor or personal computer
56. Type highly technical scientific, legal or medical documents with responsibility for accuracy of terms
57. Access electronic bulletin boards utilizing personal computer communications software
58. Use local area or wide area network to correspond with other offices or organizations

The following questions are asked to determine the nature of your employment history with the Federal Government and to determine your eligibility for consideration under the various hiring authorities used to fill this vacancy. If you have been employed by the Federal Government, your employing agency should have provided you with a Standard Form 50, Notification of Personnel Action (SF-50). In addition, they should have placed a copy of the SF-50 in your Official Personnel Folder (OPF). Please refer to a copy of your SF-50 when answering these questions. A copy of your SF-50 that substantiates your responses must be submitted along with your application package.

59. **Are you currently a permanent (nontemporary) competitive service employee of the National Science Foundation?** (If your response is yes, you must submit a SF-50 that documents the response.)

TAP	FORM C/EA
1 = YES	A = YES
2 = NO	B = NO

60. Are you currently a permanent (nontemporary) civilian competitive service employee of another Federal agency? (If your response is yes, you must submit a SF-50 that documents the response.)

TAP	FORM C/EA
1 = YES	A = YES
2 = NO	B = NO

61. Are you a former civilian Federal employee who achieved career status in the competitive service? (If your response is yes, you must submit a SF-50 that documents the response.)

TAP	FORM C/EA
1 = YES	A = YES
2 = NO	B = NO

62. Are you a former civilian Federal employee who served on a career-conditional appointment without achieving career status in the competitive service who is entitled to veteran preference? (If your response is yes, you must submit a SF-50 that documents the response.)

TAP	FORM C/EA
1 = YES	A = YES
2 = NO	B = NO

63. Are you a former civilian Federal employee who served on a career-conditional appointment without achieving career status in the competitive service who was separated less than three years ago? (If your response is yes, you must submit a SF-50 that documents the response.)

TAP	FORM C/EA
1 = YES	A = YES
2 = NO	B = NO

64. Are you eligible and applying for a Veterans Readjustment Appointment (VRA)? (You must submit the required documentation and proof along with your application.)

TAP	FORM C/EA
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1 = YES A = YES
2 = NO B = NO

65. **Are you eligible and applying for a Thirty Percent or More Disabled Veterans Appointment?** *(You must submit the required documentation and proof along with your application.)*

TAP FORM C/EA
1 = YES A = YES
2 = NO B = NO

66. **Are you eligible and applying for a Severely Physically Handicapped Schedule A appointment?** *(You must submit the required documentation and proof along with your application.)*

TAP FORM C/EA
1 = YES A = YES
2 = NO B = NO

67. **Are you applying and eligible for a Former Peace Corps and VISTA Volunteers appointment?** *(You must submit the required documentation and proof along with your application.)*

TAP FORM C/EA
1 = YES A = YES
2 = NO B = NO

68. **Are you a veteran without competitive civil service status and applying for consideration under merit promotion procedures as a preference eligible or a veteran who has been separated from the armed forces under honorable conditions after 3 years or more of continuous active service?** NOTE: You may not request consideration under this authority if you are eligible for appointment under another non-competitive authority such as those listed above.

TAP FORM C/EA
1 = YES A = YES
2 = NO B = NO

69. **Are you applying and eligible for any other non-competitive appointment authority, not listed above?** *(You must indicate the type of appointment and submit the required documentation and proof along with your application.)*

TAP FORM C/EA
1 = YES A = YES
2 = NO B = NO

70. Select the process under which you wish your application to be processed. You must choose one to have your application considered.

- | TAP | FORM C/EA |
|------------|--|
| 1 | A. Competitive examination process (for all applicants). |
| 2 | B. Merit Promotion examination process (only for those who respond "YES" to one of questions 59 through 63 or 67 through 69). |
| 3 | C. Both competitive and merit promotion examination processes (only for those who respond "YES" to one of questions 59 through 63 or 67 through 69). |

End of Occupational Questions. Press the "#" key if you are using the Telephone Application System. Press the "Z" key if you are using the Electronic Application System.

If you are using the Telephone Application System, return to item 23 in the Supplemental Qualifications Statement for Telephone Application and complete the remaining items.

If you are using the Electronic Application System, return to item 18 in the Supplemental Qualifications Statement for Electronic Application and complete the remaining items.

NATIONAL SCIENCE FOUNDATION
APPLICANT SURVEY

OMB No. 3145-0096
Expiration: August 2002

Vacancy Ann. #: _____ Position Status (temporary/permanent): _____

Position Title/Series/Grade: _____

INSTRUCTIONS

Your completion of this form will be appreciated. Submission of this Information is voluntary and it will have no effect on the processing of your application. The data collected will be used only for statistical purposes to ensure that agency personnel practices meet the requirements of Federal law. Pursuant to 5 CFR 1320.5(b), an agency may not conduct or sponsor, and a person is not required to respond to an information collection unless it displays a valid OMB control number. The OMB control number for this collection is 3145-0096. NSF estimates that each respondent should take about 3 minutes to complete this survey, including time to read the instructions. You may have comments regarding this burden estimate or any other aspect of this survey, including suggestions for reducing this burden. If so, please send them to NSF Reports Clearance Officer, Division of Administrative Services, NSF, 4201 Wilson Blvd., Arlington, VA. 22230.

PRIVACY ACT INFORMATION

GENERAL - This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974, for individuals completing Federal records and forms that solicit personal information.

AUTHORITY - Section 7201 of title 5 of the U.S. Code and Section 2000e-16 of title 42 of the U.S. Code.

PURPOSE AND ROUTINE USES

The information is used for research and for a Federal Equal Opportunity Recruitment Program (FEORP) to help insure that agency personnel practices meet the requirements of Federal law. Address questions concerning this form and its uses to the Privacy Act Officer, National Science Foundation, Arlington, VA 22230.

1. Today's Date: _____ 2. Year of Birth: _____
3. How did you learn about the particular position for which you are applying? (Circle appropriate number.)
- | | |
|--|--|
| 01 - Newspaper (specify) | 10 - Federal, State or local job information center |
| 02 - Contact with NSF Personnel Office | 11 - State vocational rehabilitation agency or Veterans Administration |
| (Agency Bulletin Board or other Announcement) | 12 - State employment office |
| 03 - NSF-initiated personal contact | 13 - School or college counselor or other official |
| 04 - Science Magazine, or other professional journal or magazine (specify) | 14 - Private job Information service |
| 05 - Affirmative Action Register | 15 - Private employment service |
| 06 - Attendance at conference, meeting or job fair (specify) | 16 - Friend or relative working at NSF |
| 07 - NSF recruitment at school or college | 17 - Friend or relative not working at NSF |
| 08 - Colleague referral | 18 - NSF website |
| 09 - NSF Bulletin | 19 - Internet or other website |
| | 20 - Other (specify) |
4. Please select the racial/ethnic category with which you most closely identify yourself. (Circle the appropriate letter)
- A. **American Indian or Alaskan Native.** A person having origins in any of the original peoples of North America, who maintains cultural identification through tribal affiliation or community recognition.
- B. **Asian or Pacific Islander.** A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Korea, the Philippine Islands, and Samoa.
- C. **Black, not of Hispanic origin.** A person having origins in any of the Black racial groups of Africa. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins.
- D. **Hispanic.** A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.
- E. **White, not of Hispanic origin.** A person having origins in any of the original peoples of Europe, North Africa or the Middle East. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origin.

5. Sex (Circle the appropriate letter.) F - Female M - Male

6. Please provide Information on your disability status by circling the appropriate category below:

1. I do not have a disability; 2. Hearing impairment; 3. Vision impairment; 4. Missing extremities; 5. Partial paralysis; 6. Complete paralysis; 7. Convulsive disorder; 8. Mental retardation; 9. Mental or emotional illness; 10. Severe distortion of limbs and/or spine; 11. I have a disability but it is not listed.

FOR AGENCY USE

Agency Code: _____

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

SUPPLEMENTAL QUALIFICATIONS STATEMENT TYPING AND SHORTHAND SKILLS, GS-2/7

Complete and submit this form with you application.

Name _____ SSN _____

The following statement of proficiency in Typing or Shorthand or both will be accepted in lieu of a certificate of proficiency issued by an educational institution or other organization approved by the Office of Personnel Management as an alternative way of meeting the skills and abilities requirement of the position. When completing this form be specific in your claim(s) of proficiency (e.g., 50 w.p.m. and 3 errors). **Do not use ranges of proficiency (e.g., 45-50 w.p.m. and 2-4 errors).**

1. I certify that I can currently type _____ words per minute with no more than ____ errors. (40 wpm required). My typing speed and error rates are based on typing performance for a period of five minutes. I gained my typing skill through: ____ School ____ Work ____ Other*.

*Describe how you gained your skill.

2. I certify that my current shorthand speed is _____ words per minute with no more than _____ errors and I can make correct transcriptions of my notes (80 wpm required). My dictation speed and error rates are based on shorthand performance for a period of 3 minutes. I gained my shorthand skill through: ____ School ____ Work ____ Other*

I understand that claims of proficiency may be verified at the time of consideration for employment. I further understand that my inability to perform as certified above may constitute a basis for termination at the onset of employment or during the probationary period of employment.

NOTE: YOU MUST SIGN AND DATE THIS FORM ON THE REVERSE SIDE.

PRIVACY ACT INFORMATION

The Office of Personnel Management is authorized by section 1302 of Chapter 13 (Special Authority) and sections 1301 and 3304 of Chapter 33 (Examination, Certification and Appointment) of Title 5 of the U.S. Code to collect the information on this form.

Executive Order 9397 (Numbering System for Federal Accounts Relating to Individual Persons) authorizes the collection of your Social Security Number (SSN). Your SSN is used to identify this form with your basic application. It may be used for the same purposes as stated on the application.

The information you provide will be used primarily to determine your qualifications for Federal employment. Other possible uses or disclosures of the information are;

1. To make requests for information about you from any source (e.g. former employers or schools), that would assist an agency in determining whether to hire you;
2. To refer your application to prospective Federal employers and, with your consent, to others (e.g. State and local governments) for possible employment;
3. To a Federal, State, or local agency for checking on violations of law or other lawful purposes in connection with hiring or retaining you on the job, or issuing you a security clearance;
4. To the courts when the Government is party to a suit; and
5. When lawfully required by Congress, the Office of Management and Budget, or General Services Administration.

Providing the information requested on this form, including your SSN is voluntary. However, failure to do so may result in your not receiving an accurate rating, which may hinder your chances for obtaining Federal employment.

ATTENTION - THIS STATEMENT MUST BE SIGNED

Read the following paragraph carefully before signing this Statement

A false answer to any question in this Statement may be grounds for not employing you, or for dismissing you after you begin work, and may be punishable by fine or imprisonment (U.S. Code, Title 18, Sec. 1001). All statements are subject to investigation, including a check of your fingerprints, police records, and former employers. All the information you give will be considered in reviewing your Statement and is subject to investigation.

CERTIFICATION

I CERTIFY that all of the statements made in this Statement are true, complete and correct to the best of my knowledge and belief, and are made in good faith.

SIGNATURE (*Sign in ink*)

DATE SIGNED